

**BROKEN ARROW CONVENTION AND VISITORS' BUREAU
REGULAR MEETING MINUTES
April 9, 2007**

The Broken Arrow Convention and Visitors' Bureau met in regular session in the City Hall Conference Room, on Monday, April 9, 2007 at 2:00 pm.

1. Call to Order

CVB Chairwoman, Patsy Terry called the meeting to order.

2. Roll call

Convention and Visitors' Bureau Board

Present:	Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
Absent:	

City Staff

Present:	Lori Hill
Absent:	

3. General CVB Business

Lori Hill said that approval of the March minutes was inadvertently left off the April agenda. Approval of the March and April CVB meeting minutes will be on the May agenda for approval. Discussion ensued regarding voting procedures.

a. Consideration, discussion and possible approval of FYTD Grant Requests

CVB Chairwoman, Patsy Terry introduced the item explaining each grant request will be handled on an individual basis.

Lori Hill distributed an e-mail from Perry Shockley, Athletic Director, Rhema Bible College and provided background on the grant request for USCAA College Basketball National Tournament.

Discussion ensued over past event funding and economic impact. Jo Ellen Clow stated requestors should note "in-kind" donation and designate them as such.

Jeff Hartman recommended, going forward Rhema Bible College contract with Broken Arrow hotels for the event.

Motion:	Move to approve grant request for \$5,000.00 to Rhema Bible College
Motion by:	Kate Buster
Second:	LaTonya Cundiff
Ayes:	Kate Buster, LaTonya Cundiff
Nays:	Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker

Motion denied.

City Prosecuting Attorney, Anne Mize entered the meeting at the noted time of 2:18 p.m.

Further discussion was held regarding proper voting procedure.

Motion:	Move to approve grant request at a reduced amount of \$2,500.00 to Rhema Bible College
Motion by:	Jeff Hartman
Second:	Russell Parker
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

Ms. Mize left the meeting at 2:24 p.m.

Chairwoman Terry introduced the grant request to Broken Arrow Arts and Humanities Council for *Tuesdays in the Park*.

Discussion followed regarding policy for grant fund distribution.

Motion:	Move to approve grant request at a reduced amount of \$1,500.00 to the Broken Arrow Arts and Humanities Council
Motion by:	Jeff Hartman
Second:	Kate Buster
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

Lori Hill introduced the grant request for Broken Arrow Adult Softball in the amount of Four Thousand Six Hundred and Five Dollars and 45/100 (\$4,605.45).

Jeff Hartman stated this request does not meet grant guidelines for facility improvements funding.

Discussion followed.

Motion:	Move to deny request of the Broken Arrow Adult Softball
Motion by:	Kate Buster
Second:	Jeff Hartman
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

Chairwoman Terry introduced the grant request for the Broken Arrow Historical Society in the amount of Three Thousand Dollars and NO/100 (\$3,000.00)

Discussion followed. Chairwoman Terry stated although the concept was good; there was insufficient information to approve funding.

Motion:	Move to deny grant request of the Broken Arrow Historical Society
Motion by:	Russell Parker
Second:	Jeff Hartman
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

Chairwoman Terry inquired if organizations will be notified in writing regarding reason for rejection of grant request. Lori Hill stated all organizations would be notified.

Lori Hill introduced the multiple grant requests for the Broken Arrow Girl's Softball League

Ms. Hill explained guidelines regarding deadlines for grant submission. Ms. Clow mentioned that she would like to see all requestors fill out the grant application completely.

Audio equipment failed at the noted time of 2:52 p.m. The following is a summary of notes from Tourism Director Lori Hill.

Motion:	Move to postpone grant request for the Broken Arrow Girl's Softball League in the amount of \$7,000.00 until second meeting in May 2007
Motion by:	Russell Parker
Second:	Kate Buster
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

Motion:	Move to resubmit grant request for the Broken Arrow Girl's Softball League in the amount of \$25,000.00 by April 1, 2008 deadline
Motion by:	Jo Ellen Clow
Second:	Jeff Hartman
Ayes:	Kate Buster, LaTonya Cundiff Patsy Terry, Jo Ellen Clow, Jeff Hartman, Russell Parker,
Nays:	

b. Consideration, discussion and possible approval of Bass Pro Advertising

Motion:	Move to approve cost sharing advertising with City of Broken Arrow in Bass Pro's Fall Hunting catalog in the amount of \$30,000.00
Motion by:	LaTonya Cundiff
Second:	Jo Ellen Clow
Ayes:	Patsy Terry, Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker
Nays:	None

c. Consideration, discussion and possible approval of Travel Trade Show Brochure Coop

Motion:	Move to approve Oklahoma State Travel Department Trade Show Brochure Coop and Kansas City Boat and Travel Show at a cost to be determined
Motion by:	Jo Ellen Clow
Second:	Kate Buster
Ayes:	Patsy Terry, Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker
Nays:	None

d. Consideration, discussion and possible approval of LPGA Tournament Sponsorship Opportunities

Motion:	Move to approve LPGA Tournament Sponsorship at a cost of \$2,500.00
Motion by:	Russell Parker
Second:	Jo Ellen Clow
Ayes:	Patsy Terry, Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker
Nays:	None

e. Consideration, discussion and possible approval of Southeast Tourism Marketing College

Motion:	Move to approve Lori Hill's attendance and registration at the Southeast Tourism Society Marketing College
Motion by:	Patsy Terry
Second:	Kate Buster
Ayes:	Patsy Terry, Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker
Nays:	None

4. Tourism Director's Report including updates on the following:

- a. Sponsorship for National Tourism Week**
- b. 2008 Oklahoma State Travel Guide**
- c. Route 66 Trip Guide**
- d. Updated FYTD Budget**
- e. Updated Hotel/Motel Tax Receipts**

5. Remarks and inquiries from CVB members

- a. Mr. Hartman requested that Lori Hill obtain price quotes for a CVB banner.**
- b. Ms. Cundiff mentioned that she would like each of the CVB members to have a name badge that they can wear to community events.**
- c. Mr. Parker mentioned that he would like to see a page on Cox Channel 24 advertising CVB events, information, etc.**
- d. Ms. Cundiff suggested that David Blue attend the May meeting to discuss event ideas that would generate hotel room nights.**
- e. Kate Buster resigned from the CVB since she will be going to work for Mr. Hartman. Lori Hill mentioned there are currently two openings on the CVB. She asked members to bring candidate names to the May meeting.**

6. Adjournment

Motion:	Move to adjourn
Motion by:	Jo Ellen Clow
Second by:	Patsy Terry
Ayes:	Patsy Terry, Kate Buster, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker
Nays:	None

The meeting adjourned at the noted time of 4:03 pm.

Signed:_____ **Date:** _____